

FPO d11 ✓  
20 FEB 1975

Approved For Release 2002/01/08 : CIA-RDP83B00823R000900070015-3

11 FEB 1975

MEMORANDUM FOR: Chief, Regulations Control Staff, DDA

CS REGISTRY

SUBJECT : Proposed HN [REDACTED] Daytime Char Force  
Cleaning (Job 7422)

FILE [REDACTED]

REFERENCE : Your routing sheet of 30 January 1975

## 1. Our views on the redraft are given below:

- a. The entrance of uncleared personnel into areas where classified documents are likely to be on every desk, and discussions of classified information may be in progress, is unquestionably a security hazard. People become accustomed to routine occurrences, such as the daily arrival of char force personnel, and are apt to become careless in complying with standard security precautions. It seems more likely that appropriate security precautions will be taken if they are specified than if the notice contains only a general statement of responsibility. If the precautions listed in the proposed addition to para. 2.a. are incorrect, we would agree to their correction, but we believe the inclusion of a statement similar to the one proposed would be helpful.
- b. The redraft does not include the proposed addition to para. 2.b., calling for supervisors to designate an employee(s) to escort char force personnel while in the area. We believe the designation of an escort is advisable, particularly in larger areas or those which consist of a number of rooms or cubicles. We would agree to a restatement such as the following: "Supervisors will designate a specific employee(s) to escort char force personnel while in the area unless the area is so small, e.g., a single room, that an escort is superfluous."
- c. The redraft would retain the two sentences at the end of para. 2.c. which have to do with temporarily vacated offices. One of them refers the employee to HHB [REDACTED] "for details concerning employee responsibility

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for temporarily vacated offices." HHB [REDACTED] permits an employee to leave a room under the direct personal observation of an employee in an immediately adjacent room provided all doors except the one leading into the immediately adjacent room are locked or bolted. The notice seems therefore to imply that such action is adequate when char force personnel are in the area. Obviously it is not sufficient since there could well be classified documents in plain view of the char force personnel, even if they did not enter the vacated room. Apart from the fact that the reference to HHB [REDACTED] does not give clear guidance, we believe it is better to specify that supervisors are responsible for ensuring that a temporarily vacated room is secured.

STATINTL

2. We attach a redraft of the notice which includes the proposed changes but rearranges and modifies the provisions of the draft in some respects. If the redraft is not acceptable, we ask that, when the notice is forwarded for authentication, your transmittal include a statement of the changes proposed by this office which have not been made.

STATINTL

[REDACTED]

Acting Chief, Career Management Group  
Plans Staff, DDO

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DAYTIME CLEANING OF OFFICES

1. Daytime cleaning of Agency offices is undesirable for security reasons but has become necessary. Continuing security awareness by all personnel is therefore required. Although subject to security screening, GSA char force personnel are not cleared for access to classified information. Their Facility Access Approvals only permit access to Agency buildings.

2. To minimize the possibility of security compromise, the following procedures have been established:

- a. Char force personnel have been instructed to knock or otherwise announce their presence before entering a room and to remain outside the room until authorized to enter. (Specific schedules cannot be arranged because of day-to-day changes in the amount of cleaning required.) Failure to comply with this requirement is to be brought to the attention of the Chief, Logistics Services Division.
- b. Supervisors will establish a system for admitting and closely monitoring char force personnel while they are in the area under their jurisdiction, designating a specific employee(s) to escort them unless the area is so small, e.g., a single room, that an escort is superfluous.
- c. Supervisors will ensure that, before char force personnel are admitted, all employees are informed

of their arrival; that all discussion of classified or controlled information is stopped and not resumed until after the char force personnel have left; that any telephone calls on the red, gray or green lines are terminated and no new calls are made or accepted while the char force personnel are present; that classified or controlled documents are covered or secured; that safe drawers are closed; that waste baskets are checked to be sure that no classified or controlled material has been mistakenly placed in them; that any temporarily vacated room is secured; and that any other appropriate security precautions are taken.

- d. Employees should be especially alert when non-Agency personnel are in their area. They are responsible for the security of classified documents in their custody, and should assume responsibility for the security of documents in the custody of any employee who may be out of the office when the char force personnel arrive.
- c. If security considerations prevent access by char force personnel, they should be requested to bypass the office and return later.

# ROUTING AND RECORD SHEET

Approved For Release 2002/01/08 : CIA-RDP83B00823R000900070015-3

SUBJECT: (Optional)

Proposed HN [REDACTED] Daytime Char Force Cleaning

FROM:

Acting Chief, Regulations Control Branch

EXTENSION

NO.

STATINTL

DATE 30 January 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [REDACTED]  
3043 Hqs.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached is a redraft of HN [REDACTED] Daytime Char Force Cleaning. The Office of Security has agreed to change paragraph 2a to require char force personnel to remain outside until authorized to enter. OS also has agreed to add in paragraph 2b that supervisors will inform employees of the presence of char force personnel and ensure that all appropriate security precautions are taken. The word "overriding" has been deleted from paragraph 2d.

OS does not agree with the other changes, especially the inclusion of what essentially is a procedures checklist in paragraph 2a. RCB agrees with this position, especially since the phrase "ensuring that all appropriate security precautions are taken" has been included in paragraph 2b.

Please let us know if you concur in the notice as redrafted or if you have further comments. May we have your response by 12 February 1975?


STATINTL

SECURITY

HN 

DAYTIME CHAR FORCE CLEANING

STATINTL

Reference: HHB 

1. Daytime cleaning of Agency buildings in the Metropolitan Washington area by the GSA char force requires increased security awareness by all personnel. For reasons of energy conservation, budget, and shortage of manpower for night work, daytime char force operations, while undesirable for security reasons, must be accepted and adjustments made. Although subject to security screening, GSA char force personnel are not cleared for access to classified information. Their Facility Access Approvals only permit access to Agency buildings.

2. To minimize the possibility of security compromise, the following procedures have been established:

a. Char force personnel have been instructed to knock or otherwise announce their presence before entering a room and to remain outside the room until authorized to enter. (Specific schedules cannot be arranged because of day-to-day changes in the amount of cleaning required.)

b. Supervisors will establish a system for admitting and closely monitoring char force personnel while they are in the area under their jurisdiction, for informing all employees of the presence of the char force personnel, and for ensuring that all appropriate security precautions are taken.

c. Employees should be especially alert when char force personnel are in their area and assume responsibility for protecting classified material. Special attention should be given to temporarily vacated offices. (Details concerning employee responsibility for temporarily vacated offices are contained in the referent handbook.)

d. If security considerations prevent access by char force personnel, they should be requested to bypass the office and return as time permits.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

22 JAN 1975

MEMORANDUM FOR: Chief, Regulations Control Staff, DDA  
SUBJECT : Proposed HN [REDACTED] Daytime Char Force  
Cleaning (Job 7422)

STATINTL

We propose changes such as those noted on the attached  
copy of the draft notice.

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Acting Chief, Career Management Group,  
Plans, Staff, DDO

Attachment

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SECURITY

IN [REDACTED]

## DAYTIME CHAR FORCE CLEANING

STATINTL

~~Reference: HHP [REDACTED]~~

1. Daytime cleaning of Agency buildings in the Metropolitan Washington area by the GSA char force requires increased security awareness by all personnel. For reasons of energy conservation, budget, and shortage of manpower for night work, daytime char force operations, while undesirable for security reasons, must be accepted and adjustments made. Although subject to security screening, GSA char force personnel are not cleared for access to classified information. Their Facility Access Approvals only permit access to Agency buildings.

2. To minimize the possibility of security compromise, the following procedures have been established:

and to remain outside the room until authorized to enter.

a. Char force personnel have been instructed to knock or otherwise announce their presence <sup>before</sup> ~~when~~ entering a room. (Specific schedules cannot be arranged because of day-to-day changes in the amount of cleaning required.)

b. Supervisors will establish a system for admitting and closely monitoring char force personnel while they are in their area, under their jurisdiction, for informing all employees.

c. Employees should be especially alert when char force personnel are in their area and assume responsibility for protecting classified material. ~~Special attention should be given to temporarily vacated offices. (Details concerning employee responsibility for temporarily vacated offices are contained in the referent handbook.)~~

d. If ~~overriding~~ security considerations prevent access by char force personnel, they should be requested to bypass the office and return as time permits.

It is important that this requirement be complied with so as to permit discussion of classified or controlled information to be stopped, telephone calls on the red, gray or green line to be terminated, classified or controlled documents to be covered or secured, safe drawers to be closed, waste baskets to be checked to be sure that no classified or controlled material has been mistakenly placed in them, temporarily vacated rooms to be secured, and any other appropriate security precautions to be taken, before the char force personnel enter the room. Any failure to comply with the requirement is to be brought to the attention of the Chief Logistics Section.

of the presence of char force personnel, and for ensuring that all appropriate security precautions are taken. They will designate a specific employee(s) to escort the char force personnel while in the area.

Approved For Release 2002/04/08 : CIA-RDP83B00823R00090007001543